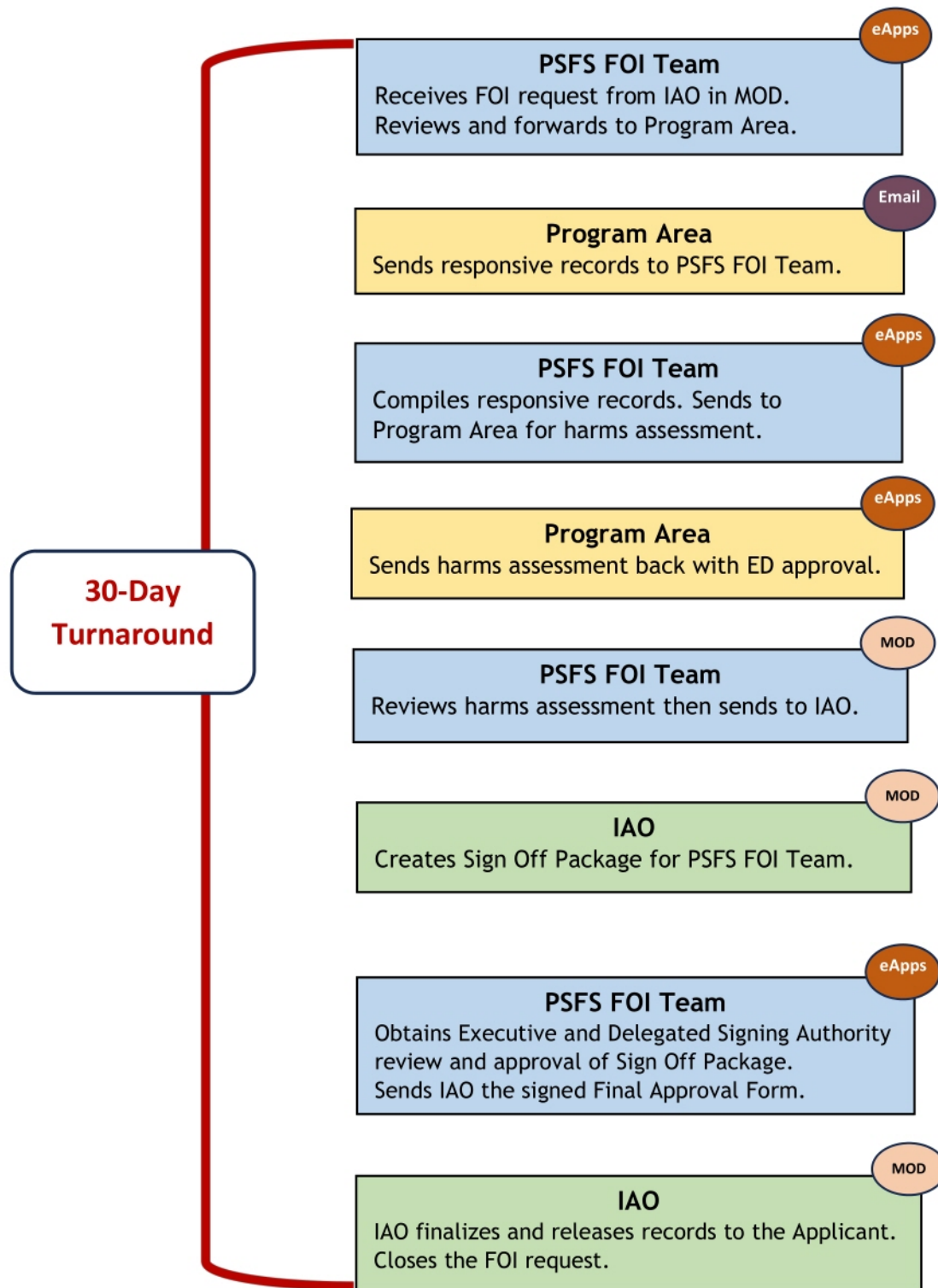


Freedom of Information Request Process

(Based on the legislated timeline of an FOI request)



FOI = Freedom of Information. IAO = Information Access Operations. MOD = FOI requests modernization software. ED = Executive Director. PSFS = Ministry of Post-Secondary Education and Future Skills.

For any questions or concerns, please email the FOI Team at PSFS.FOICoordinator@gov.bc.ca.

TITLE: RECORDS TECHNICIAN**CLASSIFICATION: CLERK 12****MINISTRY: POST-SECONDARY EDUCATION AND FUTURE SKILLS****SUPERVISOR TITLE: MANAGER, FOI AND RECORDS****PROGRAM OVERVIEW**

The Ministry of Post-Secondary Education and Future Skills (Ministry) provides leadership and direction for post-secondary education and skills training in BC, as well as disseminating labour market information and delivering labour market programs. The Ministry administers a suite of student financial assistance programs that help eligible students offset the costs of their post-secondary education, and labour market development programs to ensure British Columbians have the skills needed to take advantage of job opportunities.

JOB OVERVIEW

To provide technical advice to ministry records custodians and ensure ministry records systems are in compliance with legislative and policy requirements.

ACCOUNTABILITIES

Required:

- Provides records management coordination and advisory services to clients (e.g., updates ministry records custodians on legislative, policy and procedural requirements).
- Provides technical support and advice for management of automated records management systems.
- Ensures the integrity of the automated records systems through compliance reviews and suggests corrective action where deficiencies are found.
- Coordinates documentation, storage, and disposal of semi-active records.
- Maintains inventory lists and related access authorization documentation for records in offsite storage facilities.
- Ensures correct documentation and records management procedures are followed for office and program closures.
- Coordinates application, evaluation, and implementation of recorded information management schedules.

Career Group:

IM/IT

Job Family:

Information Management

Job Stream:

Records

Role:

Administration

Revised Date:

November 2023

JOB REQUIREMENTS

- Grade 12 graduation or equivalent.
- Minimum one (1) year experience working in an office environment.
- Minimum one (1) year experience working with records management systems.
- Minimum six (6) months experience using excel at an intermediate level.

Preference may be given to applicants with:

- Completed certificate or post-secondary coursework in information or records management.
- Experience working with records classifications systems (such as ARCS/ORCS).
- Experience working with an approval tracking system (such as eApprovals).

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably, and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

BEHAVIOURAL COMPETENCIES

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

Career Group:

IM/IT

Job Family:

Information Management

Job Stream:

Records

Role:

Administration

Revised Date:

November 2023

- **Teamwork and Cooperation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Career Group:

IM/IT

Job Family:

Information Management

Job Stream:

Records

Role:

Administration

Revised Date:

November 2023

TITLE: RECORDS ANALYST

CLASSIFICATION: ADMINISTRATIVE OFFICER 18

MINISTRY: POST SECONDARY EDUCATION AND FUTURE SKILLS

SUPERVISOR TITLE: MANAGER FOI AND RECORDS

PROGRAM OVERVIEW

The Ministry of Post-Secondary Education and Future Skills (Ministry) provides leadership and direction for post-secondary education and skills training in BC, as well as disseminating labour market information and delivering labour market programs. The Ministry administers a suite of student financial assistance programs that help eligible students offset the costs of their post-secondary education, and labour market development programs to ensure British Columbians have the skills needed to take advantage of job opportunities.

JOB OVERVIEW

Operating within a center of excellence model, the Records Analyst supports the division with records management to ensure client information assets are managed effectively in accordance with their determined value and as required by legislation, policy, standards, and procedures.

ACCOUNTABILITIES

Required:

- Develops Operational Records Classification Systems (ORCS) and/or other classification, retention, and disposition systems in compliance with legislative and client requirements or, if part of a ministry team, applies business and records management knowledge to contribute to and assist in the development and review of ORCS.
- Researches legal, fiscal, operational and other retention and disposition requirements including those in other jurisdictions.
- Inventories all recorded information management systems inputs and outputs in order to prepare information systems overviews (ISOs).
- Conducts risk analyses to determine classification, retention, storage and disposition requirements or liabilities.
- Provides client input into corporate ARCS development process.

Career Group:

IM/IT

Job Family:

Information Management

Job Stream:

Records

Role:

Technical

Revised Date:

June 2011

- Presents and defends records classification, retention, and disposition recommendations at Public Documents Committee.
- Provides project management leadership and/or support to information management projects as assigned.
- Provides advice and direction on information management issues and systems.
- Provides information management policy, advisory and review services.
- Develops and delivers records management training.
- Provides analysis, advice and support for the implementation, expansion or enhancement of Enterprise Document and Records Management Systems (e.g., EDRMS) in client organizations.

JOB REQUIREMENTS

- Grade 12 graduation, supplemented with courses related to records management.
- Experience in classification and management of recorded information.
- Experience in the administration and support of information management and records management applications.
- Experience with electronic document management systems.

Preference may be given to candidates with the following:

- A diploma or certificate in a field related to information management, or equivalent.

Knowledge, Skills and Abilities:

- Knowledge of legislation, policies and procedures related to the collection, use and disclosure of information.
- Working knowledge of information systems and databases.

SECURITY SCREENING

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

Career Group:

IM/IT

Job Family:

Information Management

Job Stream:

Records

Role:

Technical

Revised Date:

June 2011

- **Concern for Order** reflects an underlying drive to reduce uncertainty in the surrounding environment. It is expressed as monitoring and checking work or information, insisting on clarity of roles and functions, etc.
- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem-solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Initiative** involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably, and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of the BC Public Service, and to notice their commonalities, and distinctions with Indigenous cultures, and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.